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RETURN TO

RECORDS MANAGEMENT DIVISION

Records Management Officer for Reports and  
Correspondence

19 August 1955

Chief, Records Management Staff

Distribution of "Plain Letters" - DD/P Area

1. [ ] of the Supply Division, Office of Logistics, called on 18 August to say that they had a request in one of their Building Supply Offices for copies of "Plain Letters" for use by FI/DD/P. It was his understanding that these were to be distributed through the Building Supply Offices. I advised him of the recent procedure and told him that some distribution of "Plain Letters" had already been made in the DD/P area.

2. Later in the day, [ ] who is now with [ ] staff (Special Support Assistant to DD/S - SSA/DD/S), called pertaining to the same subject. I advised him that in accordance with previous arrangements to deal with RI for records management problems in the DD/P area, we had distributed 25 copies of this brochure to [ ] in RI. Later that day I had a meeting with [ ] on another subject and he said that the matter was satisfactorily handled. I gave him several copies for his purposes.

